

Appendix 2: Validation checks on HESF24 data

1. The HESF24 workbook contains a series of validation checks which help to ensure that incorrect data is not submitted. This appendix describes these validation checks.
2. Above Table 1 validation cells return '**Validation: OK**' if the data in the table has passed validation. If an error or inconsistency is detected in a table, '**Validation: Failure**' will appear in red above the section in which it is detected, and values associated with the validation failure will turn red. Below the table, errors and inconsistencies will be described in more detail.
3. The 'Information' sheet in the HESF24 workbook contains information on where validation checks have been failed.
4. These errors **must be corrected** before the final submission of your HESF24 workbook. We will not accept workbooks containing validation failures. If an invalid workbook is uploaded to the portal, you will receive error messages, and your upload will not be accepted. However, a results package will be generated, which you may find useful for checking purposes. Please see Appendix 1 for further information regarding the portal and submitting your workbook. For further guidance, please email recurrentgrant@officeforstudents.org.uk.

Validation checks for Table 1 Forecast of years of engagement

Data checked	Criterion
All values	Must be ≥ 0
Totals automatically calculated for Section 1	Must be a whole number
All values	Must be to no more than two decimal places

Further information

5. Any questions about your data or validation checks should be emailed to recurrentgrant@officeforstudents.org.uk.